Chapter 5

EDIT REPORTS/FILES AND ERROR RESOLUTION

After the district has transmitted its data using the reporting formats prepared by EIAS/EDS, the error resolution process begins. (See Appendix B for dates related to this process.) For the Student and Staff data bases the process discussed here occurs during the state processing window.

Initial Edit Reports/Files

Upon arrival at NWRDC, the data are edited by batch COBOL programs prior to being loaded to the data base. For each reporting format submitted, the initial edit programs produce (1) an edit listing and a duplicate record report, and (2) a file containing the image copies of the actual records in which reject errors were detected. See Chapter 3 for a discussion of initial edits/reject rules and Appendix D for a list of the edit reports and output data sets created for each format. There are no duplicate record reports for Surveys A, B, C and D.

If fewer than 20 percent of the records in a data set for a reporting format contain errors, the records which were not rejected are loaded to the data base. However, if the error rate on the initial edit of a single file equals or exceeds 20 percent, no records in the file are loaded to the data base. Instead, a message is printed at the end of the report telling the district to correct and resubmit the records. It is the district's decision whether to correct the errors on the error file referenced in the paragraph above or to recreate the records locally. Either way, the dataset must be resubmitted as an **initial** transmission in order for records to be loaded to the database. This 20 percent criterion does not apply to Surveys A, B, C and D. In these surveys all error free records are applied to the database on each submission of the format.

The initial edit/reject rule reports show the following:

1. **Error Legend:** This describes the reject rules that are checked in the edit programs. Each error description on the legend has a number assigned to it which corresponds to the number of the rule in the Edit Specifications.

2. **Listing of Individual Records with Errors:** The listing is organized by school whenever possible. Each time the school changes, page numbering starts over. This way the report can be divided up among schools if the district desires. Each data field on the record is displayed in the report so that errors can be easily discerned. The edit number is placed under the field in error.

3. **Totals Report:** This is shown at the end of each school's data and at the end of the report for district totals. It shows the number of records accepted without errors, the number of records rejected and the number of records submitted by the school or district.

4. **List of Error-Free Schools:** This is not always shown, but is shown for some batches.

The duplicate reports show the following:

1. **Individual Listing of Records with Duplicates:** Duplicates are defined as records whose unique (key) data fields are the same. For example, the key fields on the Student Demographic Information record are 1) District Number, Current Instruction/Service; 2) Student Number Identifier, Florida; 3) Survey Period Code and 4) Year. If two Student Demographic Information records are submitted with the same key fields, the first record read by the program will be loaded if it contains no reject errors and the second will be rejected.

2. **District Totals**: This is shown at the end of the district's report. It shows the number of records found to be duplicates that were rejected, the number of records that were loaded/passed the edit and the number of records submitted/read.

Error files contain the following:

1. **Records that were rejected:** These are the same records that appear on the initial edit report, or records that are duplicates and appear on the duplicate report.

2. **Transaction codes that reflect the status of the record:** The transaction code on each record will either be an "A" or an "X." The "A" signifies that the record was rejected and if resubmitted will be an "add." The "X" signifies that the record was determined to be a duplicate and should not be resubmitted. Records in Surveys A, B, C and D do not contain Transaction Codes.

3. **Error codes printed on the edit report:** Up to four of the error codes printed on the edit report are in the last eight bytes of the record. The one exception to this is the error file for the Exceptional Student format. The error codes are provided, but are located in positions 136-143 on the record.

The district may find it helpful to retrieve the error file created by the data base programs for use in the correction/update process. Since the records on the error file are in the same format as the original records submitted to DOE, corrections/additions can be made to a copy of this file. When all corrections are made, this data set can be resubmitted.

It is the district's responsibility to ensure that adequate audit trails for all corrections to the local database are maintained.

Validation and Exception Reports/Files

After the records for various reporting formats are loaded to the database during the state processing window, validation and exception edit programs should be run. The district should use the "REPORTS FOR REQUEST" screen of the online program to request that these programs be run so that reports and files are available for the district's use in

correcting errors. See Chapter 6 for information about requesting reports using the online programs. A schedule of the days and times these reports will be run is sent to the districts periodically

The validation and exception edits are run as one program and one report is produced for all reporting formats **except** Student Course Schedule. **The validation and exception edit programs are run separately for Student Course Schedule because of the effect the validations have on nulling of certain data elements on the Student Course Schedule records. After the close of the state processing window, the validation program for Student Course Schedule nulls the FTE Reported, Course on records that were not corrected during the state processing window**. Due to the nulling procedure, the Student Course Schedule validation report (F60857) is not available for request outside the state survey processing window.

Validation and Validation/Exception Reports show the following:

1. **Error Legend:** This lists all the validation/exception errors in the program. It also indicates whether the error will cause nulling of a field. The number displayed for each edit is the same as the number for that edit in the edit specifications for the reporting format.

2. **Listing of Records Not Passing Edits:** This listing shows the pertinent data from records being compared. The number codes for the edits are listed to the right of the data. The listing of these records is in school number order whenever possible, and the page numbering begins with Page 1 for each school. This allows reports to be sent to particular schools.

3. **Totals Report:** At the end of each school and the district, totals are shown for the number of records on the data base table, the number of records with validation errors and the number of errors by type of error (number on error legend).

Validation Error Files contain the following:

1. **Records with Validation Errors:** The records listed on the validation report are also written to the error file in the same format as the original submission.

   Records with only exception errors are not written to the error data file because exception errors are not “guaranteed” errors like validations. The error record file is created to allow a district to send in error corrections using the error record file. Records with only exception errors may not need to be corrected.

2. **Transaction Codes Reflecting Error Type:** The Transaction Code will reflect the kind of error found on the record. Records for Surveys A, B, C and D do not contain Transaction Codes. The transaction codes and their definitions are the following:

Transaction Code	Definition
F	FTE earned error
P	FEFP Program error
G	Grade error
Z	Multiple validation errors
M	No matching record on other formats

3. **Edit Codes:** The last 8 bytes of each record contain up to 4 of the edit codes listed on the report. The one exception to this is the error file for the Exceptional Student format. The codes are provided, but are located in positions 136-143 on the record.

Update Process

Districts are expected to retrieve the reports and files created by the initial edits to be used in the correction/update process. Also, an updated validation, validation/exception or exception report is often helpful in resolving problems.

To request that a specific report be produced, use the online Reports for Request (RRPT) screen (see Chapter 6).

Districts correct the data through batch update files during the state processing window. The batch programs produce an edit report and a file containing the records with errors.

Once records have been loaded to the database, it becomes both inadvisable and cost prohibitive to have a district resubmit all its data. Batch update files are the prescribed method of error correction. Under exceptional circumstances (e.g., when a prior survey's data have been mistakenly substituted for the current survey's submission), retransmission may be requested. Contact the EIS District Contact Person for approval.

The batch update process involves the following:

1. analyzing the error reports,
2. creating input datasets for update,
3. transmission of the corrections,
4. edit/validation of the corrections by the DOE, and
5. repeating the above steps until error free.

Analyzing Error Reports: Study the edit and validation reports to determine the errors, the reporting formats that need to be corrected, the specific records that need to be corrected and the keys of the records in error.

Creating Input Datasets: The dataset created by the district must be in the same reporting format as that used for the initial submission of data. The update dataset will be used to add new records, delete erroneous records currently on the database, or correct non-key fields which were in error. Please make note of the following:

- Records that were listed on the edit reports as rejected must be resubmitted after correction with a Transaction Code of "A" for add.

- Records that were listed on the validation reports must be resubmitted after correction with a Transaction Code of "C" for change or update.

- Records that were loaded to the database which contained invalid key data (data which passes the edits but which does not represent the true situation in the district) must be resubmitted with a Transaction Code of "D" for delete.

- With few exceptions, all data submitted on the individual record to be added (Transaction Code of "A") or updated (Transaction Code of "C") must be correct; otherwise, the update will not be performed.

Transmission of Corrections: Follow the same method of transmission as used in the initial submission of data. Use the same dataset names and characteristics in the JCL which were used in the initial submission of data. Create an indicator file with TYPE=BATCH similar to the one created for the initial transmission. See Appendix D.

A schedule of the days and times these reports will be run is sent to the districts periodically.

Edit/Validation of the Corrections: During the state processing window, the update program checks all fields for correct data just as the initial edit programs do. During the state processing window the validation checks are not performed when the batch update is processed, and do not cause an update to be rejected. However, outside of the state processing window, the edit program also checks related tables to ensure correct relationships between tables just as the validation programs do.

Batch updates applied to the database may have an effect on records of another format which already exist on the database. For example, if a Student Course Schedule record reports that the student is in Grade Level 10 and a Student Demographic Information batch update record is submitted showing the student in Grade Level 11, the FTE Reported Course on the Student Course Schedule records which do not match the Demographic record will be set to the NULL value after the close of the state processing window. Consequently, it is advisable for the district to request the validation reports after batch updates have been processed during the state processing window.

The batch update reports have the same file ID/dataset name as the initial edit reports. After the close of the state processing window, the layout of the report is the same but the content differs as described in the following:

1. The **error legend** describes all possible errors checked for in the program. These errors are divided into two groups:

    - errors causing rejection - all rejects described in the Edit Specifications;

Note: For Student Course Schedule batches, certain validation errors cause records to be rejected for batches submitted outside the state processing window.

- certain non-fatal errors (allowable for batch update) - validation errors that will be accepted but may cause the record not to be considered for certain reports.

Remember, validation errors will not prevent the record from being updated during the state processing window and are only listed on the batch error legend AFTER the close of the state processing window.

2. **Transaction Codes,** in certain instances, will be changed in the error file generated after batch updates to reflect action taken on the record. Records for Surveys A, B, C and D do not contain Transaction Codes. The chart below explains Transaction Codes in the batch error file.

Transaction Code on Batch Submission	Transaction Code on Batch Error File	Explanation
A	**A**	Add rejected
A	**X**	Not added, record already exists on databBase
C	**C**	Change rejected
C	**B**	No matching record found
D	**D**	Delete rejected

3. **Totals** are reported at the end of each school's data and district totals are displayed at the end of the report. The totals show the number of records added to the database; changed on the database; deleted from the database; rejected due to errors; read/submitted by the district/school; and with non-fatal errors applied to the database. If the batch updates submitted were error free, the totals report is all that will be printed.

   Note: When a batch update is applied, the error listings and error record files it generates overlay those created previously by the Initial Edit or Batch Update. Be sure to retrieve these error listings or files before submitting a new set of batch updates.

Updates to Records with Nulled Fields: After the close of a survey processing window, if fields on the Student Course Schedule have been nulled due to certain validation errors, corrections must be made to resolve the edit errors. However, these corrections do **not** automatically change the nulled fields. The affected records with nulled fields must then be corrected through the batch update process. For example, if the FTE Reported, Course field with a value of .0834 on a Student Course Schedule record is nulled, after the validation error causing the field to be nulled has been corrected the value of .0834

must be put back in the field through a batch update. The corrections and the replacement of nulled FTE can be done on the same day. The batch update program will run the corrections to other formats first and the Student Course Schedule records will be processed last.

Additional Reports: The following reports provide valuable information and may assist with the update/correction process especially in relation to funding:

Data Set Name	Report
F05107	FTE by School, Program and Grade
F05108	FTE by School Program and Count
F71344	PRORATED FTE by School, Program and Grade (Report run by the Department after proration process and provided to districts)
F71345	PRORATED FTE by School, Program and Count (Report run by the Department after proration process and provided to districts)
F62643	Student Course Records with No Demographic Record
F62644	Student Course Records with No Teacher Course Record
F62645	Student Course Records with No Exceptional Student Record
F71348	Student Course Records with Greater Than .8 FTE (Report run by the Department and provided to districts)
F71349	Student Course Records with Less Than .2 FTE (Report run by the Department and provided to districts)
F70152	Student Course Records with No Matchin Demographic Grade Level
F70611	Students with FEFP 130 and ELL not LY/LP
F71117	Student Course Records with FTE Nulled

This is a list of reports related to funding, and should **not** be considered an exhaustive list of reports that are helpful. Please see the Reports for Request screens of the online programs and Appendixes R and S of this User Manual for other reports that are both informative and useful. **The reports may be requested by using the methods described earlier in the chapter.**

Data in File Format: Sometimes it is helpful for a district to have a file of all records that are on the DOE database DB2 tables. Such files can be requested using the Reports for Request menu. These files are named the same as the initial files but have an ‘O’ on the end of the file number. For example, the Student Demographic Information initial file name is DPS##.GQ.F60775.Yyyyys. The corresponding file of records in file format from the DOE database is named DPS##.GQ.F60775O.Yyyyys. These records can be used to verify the data that has been successfully transmitted and loaded. These records are also useful for some districts in the update process.

Questions and Answers

Q: Why are the records in the Student Course Schedule edit report not sorted so that all records for one student are together?

A: The sort order on the Student Course Schedule edit report is determined by the type of transaction that was done on the record (delete, change or add). Within these categories a second sort is done using school. The sort order is set because this is the order in which records are handled as they are processed - delete first, then change and then add. Because of this a school can be listed up to three times on a report and students are listed according to the types of changes made to their records.